

PAID INTERNSHIP OPPORTUNITY

OFFICE OF THE CHIEF INFORMATION OFFICER U.S. DEPARTMENT OF TRANSPORTATION

WHY WORK FOR US?

The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land and sea transportation system for America. As a DOT employee, you will become a part of a dedicated workforce who make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

MAJOR DUTIES

The employee will serve as a graduate-level intern in the Office of the Chief Information Officer (OCIO). This innovative office uses technology solutions to create business value in support of the DOT mission.

Technical and non-technical opportunities are available in business analysis and planning, program and project management, investment and portfolio management, technical and engineering support, video and digital graphics production, internal communication and marketing, IT HR and contracting, IT education and training, cybersecurity and information assurance, privacy and records management, and technical testing and assessment. Interns normally provide research, analysis, assessment, implementation, training and support services throughout the OCIO.

SKILLS REQUIREMENTS

While skills differ for each position, some requirements include:

Written Communication – Excellent writing skills, including the ability to adapt writing style to different customer and audience groups.

Research and Testing – Experience in research and analysis projects, including project and program management fundamentals.

Self Starter – Able to work independently and with minimal direction.

Video Skills (for Video Production applicants only) – Proven ability to conceive and execute professional-quality video projects, including scripting, storyboarding, shooting, editing and preparing for digital distribution. Familiarity with industry standard software packages and principles.

ANNOUNCEMENT NUMBER

OCIO-2011-INTERN

POSITION TITLE

Program Analyst
Office of the Chief Information Officer
GS-0343-05 step 1 (\$34,075)
Temporary Not to Exceed 1 Year

EMPLOYEE BENEFITS

The Federal Government offers flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave.

POSITION LOCATION

U.S. Department of Transportation
1200 New Jersey Ave, SE
Office of the Secretary
Washington, DC 20590

AREA OF CONSIDERATION

Open to 1st & 2nd Year Graduate Students

OPENING DATE

Continuous

YOU MUST BE

1. Currently enrolled as a full-time or half-time student
2. A U.S. Citizen

SEND YOUR RESUME TO

Ms. Kim Cruts
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Facsimile: 202-366-7373

